

RSPA WAIVER REQUEST

TITLE (state applicable functional area in 6 words or less): **Invitational Travel**

1. *What internal rule, regulation, policy, procedure, process, etc. are you requesting to be waived (cite rule and provide brief narrative):* RSPA Order 1100.2A, Delegations of Authority.

The Deputy Secretary's 6/3/94 memorandum to Heads of Operating Administrations and Secretarial Officers states "Effective immediately, you may redelegate your authority to approve all domestic invitational travel authorizations." This "up-front" waiver redelegates domestic invitational travel approval for government employees (this includes representatives from Federal, state, local and municipal governments, but excludes non-government employees and foreign delegations whose approvals will continue to be reserved for the RSPA Administrator) from the RSPA Administrator to Associate Administrators and Staff Office Directors, which includes the Director, Volpe National Transportation Systems Center.

2. *What organizational benefit do you expect to accomplish through this waiver?* Streamlines the process, allows for expeditious approval, and reduces paperwork

3. *How long do you want this waiver to be in effect?* Permanently


4. *By submission of this form, consultation has been completed with ("x" where applicable):*
() Approving Official () Labor Union (X) Legal (X) Other (specify): DMA-20

5. *Name of Initiator:* _____ *Telephone No.* _____
has submitted this waiver request on: _____

6. (X) "Up-front" Waiver ("x" if applicable)

APPROVING OFFICIAL:

This waiver request has been ("x" where applicable and complete):

(X) Approved by  on 10-15-98
(Kelley S. Coyner, Administrator)

() Recommended for disapproval by _____ on _____
because: _____ (Typed Name and Title)

INDEPENDENT OFFICIAL:

() Approved by _____ on _____
(Stephen D. Van Beek, Deputy Administrator)

() Disapproved by _____ on _____
(Stephen D. Van Beek, Deputy Administrator)